

## **Sacramento Safety Meeting Summary**

### **January 15, 2004**

#### Those who attended:

Gayle Yost, Linda Harvey, Susan Paul, Terri Petterson, Theresa Anderson, Donald Taylor, NancyJo Patterson, Rachel Kirlis, Brent Takemoto, and Cindy Francisco.

#### Log 300 Review:

There were eleven workers compensation claims filed in Sacramento during 2003.

#### Vehicle Accident Review:

There were eight vehicle accidents involving ARB drivers during 2003. Of the eight, four could have been preventable by the driver. This compares to last year -- where the same number of accidents occurred (8) but five were considered to be preventable by the state driver.

#### Safety Classes Scheduled:

There will be a Fire/Life Safety Presentation on the Headquarters Building on February 2<sup>nd</sup>. This is a good refresher course for all occupants and/or frequent visitors.

There will be a CPR/First Aid Training Class at the Headquarters Building on February 18<sup>th</sup>. The cost of the class is \$55 per person. An approved training request must be sent directly to Cindy Francisco to enroll.

There will be an Automatic External Defibrillator (AED) training class at the Headquarters Building on March 17<sup>th</sup>. The cost of the class is \$50 per person. An approved training request must be sent directly to Cindy Francisco to enroll.

#### Emergency Plan Updates:

All Sacramento facility emergency plans were updated in 2003. 1301 V Street will have a new Emergency Coordinator on February 1<sup>st</sup>. That plan will be updated at that time.

#### New Injury & Illness Prevention Program (IIPP) ASL Issued:

ASL 03-05 was updated on December 30, 2003. The changes included: Catherine Witherspoon as Executive Officer, Gayle Yost as Safety Officer and title Emergency Coordinator replacing Emergency Action Coordinator.

#### Facility Management Update:

The Headquarters Building will be closed on Saturday, February 7<sup>th</sup>.

Fire Extinguisher Servicing:

When extinguishers are serviced in the Headquarters Building, all extinguishers are taken from a floor at once. It was suggested that a few remain on the floor in case of a fire. Also a request was made that there be notification of the date when the fire extinguishers will be serviced. Cindy will contact Thomas Properties about this.

Next Meeting:

The next meeting is scheduled for March 18, 2004 from 1:30 to 2:30 in the Headquarters Building, Conference Room 550.